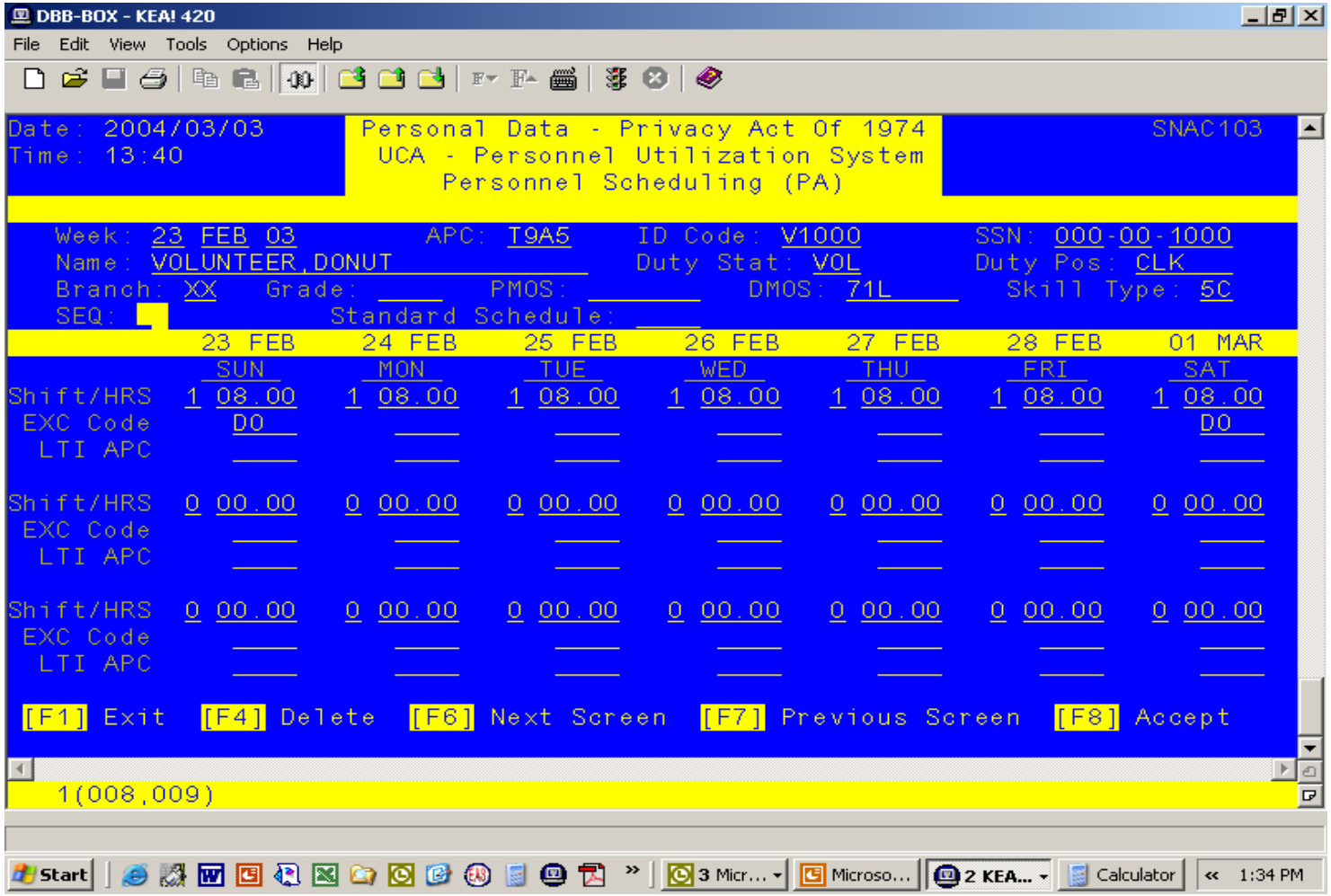
UCAPERS

TID BITS

&

FAQs

Personnel Scheduling Screen


DBB-BOX - KEA! 420
File Edit View Tools Options Help
Date: 2004/03/03
Time: 13:40
Personal Data - Privacy Act Of 1974
UCA - Personnel Utilization System
Personnel Scheduling (PA)
SNAC103
Week: 23 FEB 03
APC: T9A5
ID Code: V1000
SSN: 000-00-1000
Name: VOLUNTEER,DONUT
Duty Stat: VOL
Duty Pos: CLK
Branch: XX
Grade:
PMOS:
DMOS: 71L
Skill Type: 5C
SEQ:
Standard Schedule:
23 FEB 24 FEB 25 FEB 26 FEB 27 FEB 28 FEB 01 MAR
SUN MON TUE WED THU FRI SAT
Shift/HRS 1 08.00 1 08.00 1 08.00 1 08.00 1 08.00 1 08.00 1 08.00
EXC Code DO DO
LTI APC
Shift/HRS 0 00.00 0 00.00 0 00.00 0 00.00 0 00.00 0 00.00 0 00.00
EXC Code
LTI APC
Shift/HRS 0 00.00 0 00.00 0 00.00 0 00.00 0 00.00 0 00.00 0 00.00
EXC Code
LTI APC
[F1] Exit [F4] Delete [F6] Next Screen [F7] Previous Screen [F8] Accept
1(008,009)
Start
3 Micr...
Microso...
2 KEA...
Calculator
1:34 PM

Make sure your enter the Shift on the schedules as this effects WMSN reporting.

For example: Requirement is 4 RNs for Shift “1”, and you do not have a shift on their schedule then the report will show “0” scheduled.

EAS/USM and EAS Accumulator

- When modifications are made to the EAS/USM file, the same adjustments must be make to the corresponding record in the EAS Accumulator file, or vice versa. If not, these adjustments will not be passes to EAS IV.

- Do not make modifications or global updates to the APC, MFP, TDA or WCD table after Expense as this will cause errors during EAS/SAS Input Process.

Permanent Part Time (PPT)

Warning: There are not 82 Part-Time hours in the month.

This warning occurs when not enough hours are entered for the month on a Permanent Part Time (PPT) individual on the MPF.

Example you have only entered a total of 70 hours for the month of Feb 04.

The calculation for part time hours for the month equals 82 hours.

(Calcualtion: (PPT hrs / 7) * Number of days in Month)

In the Part Time Field on the MPF you have 20 hours.

(20 / 7) * 29 = 82 Part Time Hours

If hours on utilization are less then 82 you must lower the number of Part Time Hours to correct the error, i.e. to 18 part time hours.

(18/7) * 29 = 74

Convalescent Leave

- How can you capture hours for someone who is working from home who is on convalescent leave.

- If the time is true productive time to a workcenter you would subtract that time from convalescent leave and report the hours on the utilization for that workcenter.

Overtime (OT)

- How is Overtime (OT) processed in UCAPERS? If we use the Exception Code where do the hours distribute to.
  - Civilian personnel will code their hours under the exception code of OT these hours are distributed back to the primary APC.
  - Military personnel will code their hours to Compensatory Time Earned (CE).

CALL (C)

- Time that a person is not actually working, but is required to be accessible to the hospital in case of an emergency.
- When the individual is called in to a workcenter, then the time will be placed against that workcenter.
- Hours placed under the exception code of “C” are not distributed among the utilization/survey.

  – The hours that are placed against call are visible on the Manpower Utilization Summary (MUSR), which can be viewed as Resident-Fellows Interns, Non-Clinicians and Staff.

  –Call hours are for MTF purposes only.

DCP/APN CALL
In-House Call/At-Home Call

- In-house call for both DCP/APN is distributed among the survey

- At-Home call is distributed to “B” codes on the survey.

Borrowed Military Personnel From Other TOE Units (BME)

- How are BME personnel able to account for their time in a Readiness code?
- If the individual is assigned to the SRC (GAAE), their time automatically goes to assigned APC which is a “G” FCC.
- To get hours to “G” FCC for BME’s not assigned to a readiness APC, you must LTI with the Readiness APC.
- Status of BME cannot use Readiness or Extra Duty exception code in UCAPERS, if you use these exception codes the hours will be zero out, and will not show on the EAS Accumulator or EAS IV.

Activated Reservist New Branch Codes (BME)

- There are three (3) new branch codes for activated Reserve Backfill personnel working in your MTF

  - RO – Activated Reserve Officer
  - RW – Activated Warrant Officer
  - RE – Activated Reserve Enlisted

Deployed Personnel

The standard number of hours for the week will be reported as 5 days a week, 8 hours a day, 40 hours per week

Field Training Exercise (FTX)

- When using the Exception Code of FTX, the standard number of hours per day is 8 not 16.

LOGGING OUT OF UCAPERS

- Personnel are just shutting down the window instead of exiting completely out of UCAPERS.

- Improper procedure to exit will cause:
  - Files to be locked
  - Cycles will not run

- You will eventually have to call in a trouble ticket to unlock your system

- Make sure you to exit completely from the system by utilizing the F1 key until you get to the cursor and enter exit to properly log out.

Backup / Reboot

- Monthly full system backup are recommended.
  - (Ft. Huachuca's server crashed this month and they were able to restore back to the day their server crashed as they had just preformed full system backup.)
- Reboot on a weekly is also recommended
- TSC has been asked to provide a monthly report on backup statuses from the sites. Results showed backups not being preformed in over three months, several did not back up in over a year.

Continuing Medial Education (CME) LOCAL/TDY

- Continuing Medical Education (CME local) exception code.
  - When Clinicians are conducting and supporting in-house training (not attending), the correct Functional Cost Code (FCC) is EBF.
  - However, if a clinician is attending CME locally, capture the hours under TDY CME..